



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2016-007

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP *(RND)*
Human Resources Director

SUBJECT: Federal Tax Rates for Calendar Year 2016

DATE: January 8, 2016

Effective January 1, 2016, the new Federal Tables for income tax withholding will be used in calculating tax deductions. A message was added to the January 8, 2016 checks and payroll statements advising employees that their **net pay may change due to the new tax rates for 2016**. In addition, a message was added to the LEO Welcome Page.

All employees are encouraged to review their Federal tax withholding allowances (as reflected in LEO), and if necessary, submit an updated W-4 form to the Human Resources Division. The W-4 form is available on Channel Z under Employee Information → Human Resources → HR Forms. Specific questions regarding the appropriate tax withholding for an employee should be directed to a tax professional.

Supervisors: Please ensure this information is disseminated to employees that may not have email access.

Please contact the Human Resources Division at (225) 342-0880 if further assistance is needed.

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